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Approved For Release 2004/03/11 : CIA-RDP80M00165A002600080029-8

21 December 1976

Executive Registry

76-5910

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MEMORANDUM FOR: [REDACTED] SA/DCI  
FROM : B. C. Evans, Executive Secretary  
SUBJECT : Briefing Format for DCI-Designee

1. Attached is a book containing the topics any new DCI should be briefed on, together with an indication of principal briefers and the time required. As you know, Mr. Bush found it useful to first obtain an overall briefing on the Agency followed by some time spent with each Deputy Director. He then received in depth briefings on the work of various offices.

2. The first order of business will be to prepare the DCI-Designee for confirmation hearings. The Legislative Counsel, with an input from the DDCI and the General Counsel, will want to take this on.

3. Immediately at hand for the DCI-Designee's early reading are (a) the DCI/DDCI senior staff and CIA functional summary, and (b) the Intelligence Community functional briefing book, both of which were developed for the Carter transition staff. I have included bios on Mr. Knoche and [REDACTED] in both books. He will also have to acquaint himself with the briefings and material provided the Secretary of State-Designee.

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4. Experience shows that a new DCI is the victim of his own calendar growing out of external pressures to get up to speed on various topics for meetings he will be called upon to attend. Consequently, the "scheduler" for briefings will be choosing material from the attached book at the convenience of the DCI-Designee's calendar and dependent upon that which has been covered by the contingencies of the early days of his tenure.

5. I have not included Mr. Bush in the briefing process, but he will certainly want to be involved in the first few sessions.

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[REDACTED]  
B. C. EVANS

Attachment

cc: DDCI  
D/DCI/IC

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Introductory Briefings for DCI-Designee  
(Approximately 1 hour ea.)

<u>Subject</u>	<u>Briefer</u>
Overview of Agency Organization, to Include EAG	E. H. Knoche
The Intelligence Community and the Role of the DCI	<div data-bbox="1031 688 1339 730" style="border: 1px solid black; width: 190px; height: 20px; margin-bottom: 5px;"></div> Deputy to the DCI for the Intelligence Community
Preparations for Confirmation	George L. Cary, Jr. Legislative Counsel
Legal Authorities Relating to the DCI	Anthony Lapham * General Counsel
The National Intelligence Officers: Their Functions, Including Their Role in the Production of National Intelligence Estimates	Richard Lehman * Deputy to the DCI for National Intelligence
Organization of the DCI's Office and ES Functions	Benjamin C. Evans Executive Secretary
The Directorate of Intelligence, Organization and Functions (Including Intelligence Support to the White House and the NSC)	Sayre Stevens * Deputy Director for Intelligence
The Directorate of Operations, Organi- zation and Function (Including OAG)	William Wells * Deputy Director for Operations
The Directorate of Science and Technology, Organization and Function (Including Special Projects and the NRO)	Leslie Dirks * Deputy Director for Science and Technology
The Directorate of Administration, Organization and Function (Including Special Proprietaries)	John F. Blake * Deputy Director for Administration

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Subject

Agency Congressional Relations

Agency Relations with the Media;  
Agency Information Policy

CIA Programs, Budget and Manpower  
(Including relations with OMB)

Functions of the Inspector General  
and Current Cases of Major Importance

Briefer

George L. Cary, Jr.  
Legislative Counsel

Andrew Falkiewicz  
Assistant to the DCI

DDCI and  
James Taylor  
Comptroller

John Waller  
Inspector General

\* Detailed briefing topics attached.

D/DCI/NI

Dick:

I forgot to mention the  
need to get up to speed on that  
which has been provided the  
transition staffers, but know  
you will get this sorted out as  
the days progress.

[Redacted Signature Box]

BCEvans  
12/23/76

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### Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
	1	DCI			
	2	DDCI			
	3	D/DCI/IC			
	4	DDS&T	X		
	5	DDI	X		
	6	DDA	X		
	7	DDO	X		
	8	D/DCI/NI	X		
	9	GC	X		
	10	LC	X		
	11	IG	X		
	12	Compt	X		
	13	D/Pers			
	14	D/S			
	15	DTR			
	16	Asst/DCI	X		
	17	AO/DCI			
	18	C/IPS			
	19	DCI/SS			
	20	D/EE0			
	21				
	22				

SUSPENSE

Date

Remarks: The DCI, DDCI, and D/DCI/IC have approved the attached approach and menu. The order in which briefers are listed is not necessarily the way it will happen.

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